

ON-LINE EMPLOYMENT APPLICATION

Please read the following instructions **PRIOR TO** filling out the City of Chula Vista Employment Application.

INSTRUCTIONS

1. Applications will only be accepted for City of Chula Vista positions that are currently available.
2. Read the directions on the first page of the application (located at the top of the application). Failure to follow the instructions completely may result in your disqualification from the recruitment.
3. Using your mouse, place the cursor in each field that you want to complete. If you do not wish to complete a field, leave it blank. You may also simply print the application and hand write your responses in the applicable areas. If you do not need the third page of the application, simply ignore it. For areas that require a "check" mark, simply position your cursor over the box and once the cursor changes to a small hand with a finger pointing, click on the box. An "X" mark should appear. If you accidentally put a check mark in a box, you can remove it by clicking on the box once again.
4. After you have finished filling out the application, print the application on standard 8 1/2" X 11" white paper. Applications that are sent on heavy cardstock, larger paper, color paper or printing that has been reduced in size, will NOT BE ACCEPTED!
5. Sign the bottom of the second page of the application.
6. Mail your application so it reaches the City of Chula Vista Human Resources Department by the closing deadline listed on the Employment Announcement. You may also hand deliver your application to our Human Resources Department.
7. You must submit a separate application for each position for which you wish to apply.

GOOD LUCK!



AN EQUAL OPPORTUNITY EMPLOYER

APPLICATION FOR EMPLOYMENT

CITY OF CHULA VISTA

276 Fourth Avenue

Chula Vista, CA 91910

(619) 691-5096 TTY: (619)585-5655

(Office Use Only)

INSTRUCTIONS: PLEASE READ CAREFULLY

This application is the initial part of the examination process. Read the Employment Opportunity Announcement thoroughly and note the job requirements. **PRINT** in ink or use typewriter. Incomplete or illegible applications may be **DISQUALIFIED**. Fill out this application completely. Clearly state your qualifications. If a question does not apply to you, write N.A. A separate application is required for each position in the City. Use the **EXACT** title of the position for which you are applying. Avoid any reference to religion, politics, race, sex, or other non-job related traits. A completed application is required. A resume may also be included but may not be substituted for a completed City application. The application and all attached documents become property of the City of Chula Vista and will not be returned. For Veterans Preference Points, attach a copy of your DD-214. **Notify us promptly if you have a change of address, phone or employer.** If you have any questions, contact the analyst listed at the bottom of the job announcement.

1. POSITION APPLIED FOR (Give Exact Title) _____ (Recruitment No.) _____

2. NAME _____ (Last) _____ (First) _____ (Middle) _____ Social Security Number _____

ADDRESS _____ (Street and Number) _____ HOME PHONE _____

Mailing Address _____ (City) _____ (State) _____ (Zip) _____ ALTERNATE PHONE _____
(if different from above)

PERSONAL INFORMATION

3. Are you a U.S. Citizen? ☐ Yes ☐ No
If not, can you provide documentation showing that you are authorized to work in the U.S.? ☐ Yes ☐ No

If you require special accommodation during the testing process due to a disability recognized under the Americans with Disabilities Act, please notify the Human Resources Department at the time you are invited to the testing process.

4. Driver's License:
No. _____
State _____
Exp. Date _____
Class _____

5. May we contact your present employer?
☐ Yes ☐ No ☐ Not currently employed
May we contact your previous employers?
☐ Yes ☐ No

6. Have you ever been discharged or forced to resign from any position?
☐ Yes ☐ No
(If Yes -- Explain under REMARKS.)

7. Are you related to any employee of the City of Chula Vista? ☐ Yes ☐ No
(If Yes -- Explain under REMARKS.)

8. Have you ever been convicted for a criminal offense which resulted in your being imprisoned, being placed on probation, or being required to pay a fine of more than \$25.00? **
☐ Yes ☐ No (If Yes -- Explain under REMARKS.)

**When answering Question 8 you should consider whether you have ever been convicted of any charges other than minor traffic violations. (Drunk driving, reckless driving, hit and run driving and failure to appear convictions are not minor traffic violations.) Conviction is not an automatic bar to employment; each case is considered on its own merits. A conviction includes a plea of guilty by a guilty or nolo contendere (no contest) plea or a finding of guilty by a judge, commissioner or jury.

EDUCATION AND TRAINING

INDICATE HIGHEST GRADE COMPLETED	NAME OF SCHOOL	LOCATION	GRADUATE
			YES NO
COLLEGE, BUSINESS OR TRADE SCHOOL ATTENDED	ATTENDANCE DATES	DEGREE & YEAR	MAJOR SUBJECT
	FROM TO		SEMESTER UNITS

VERIFIED BY: (Office Only)

9. Certificates or licenses of Professional or Vocational Competence
(Please include license number and expiration date):

10. Membership in Professional or Technical Associations:

11. Other Special Training or Skills (language, office equipment, machine operation, etc.):

12. Remarks (attach additional sheets if necessary):

PLEASE PRINT YOUR NAME

LAST

FIRST

MIDDLE

RECRUITMENT #

EXPERIENCE

List all positions you have held in the last 10 years. Account for volunteer, part-time, military, summer positions, and periods of unemployment, etc. **IT IS CRITICAL THAT YOU PROVIDE COMPLETE INFORMATION.** List each change of title or promotion separately. Resumes may be attached but **WILL NOT** be acceptable in lieu of **COMPLETE ANSWERS.** Check the Employment Announcement for details on the qualifications the City is seeking. Start with your present or most recent position and work backwards. Attach additional sheets if necessary.

CURRENT OR MOST RECENT EXPERIENCE

From _____ To _____ Total Number Years /Months: Employer Name and Address: Supervisor Name & Title: Telephone: _____	Job Title: Duties: Reason for Leaving: Monthly Salary: Lowest: _____ Highest: _____ Hours/Week: _____
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From _____ To _____ Employer Name and Address: Supervisor Name & Title: Telephone: _____	Job Title: Duties: Reason for Leaving: Monthly Salary: Lowest: _____ Highest: _____ Hours/Week: _____
From _____ To _____ Employer Name and Address: Supervisor Name & Title: Telephone: _____	Job Title: Duties: Reason for Leaving: Monthly Salary: Lowest: _____ Highest: _____ Hours/Week: _____

AFFIDAVIT -- READ VERY CAREFULLY AND SIGN BELOW

I declare under penalty of perjury that all answers and statements in this application are true and complete to the best of my knowledge and belief. I understand that omissions, untruthfulness or misleading answers are cause for rejection of this application, removal from an eligible list or dismissal from City employment. I certify that I meet the specified job requirements for this position. I understand that I must pass a medical examination prior to employment and that an alcohol and drug screen, background investigation, and/or D.M.V. check may be required. I understand that the results of any of the foregoing may be grounds for disqualification. I understand that this application, and all documents submitted with it become the property of the City of Chula Vista and will not be returned. I further understand that laws related to this application may be subject to change.

SIGNATURE

DATE

EXPERIENCE

List all positions you have held in the last 10 years. Account for volunteer, part-time, military, summer positions, and periods of unemployment, etc. **IT IS CRITICAL THAT YOU PROVIDE COMPLETE INFORMATION.** List each change of title or promotion separately. Resumes may be attached but **WILL NOT** be acceptable in lieu of **COMPLETE ANSWERS.** Check the Employment Announcement for details on the qualifications the City is seeking. Start with your present or most recent position and work backwards. Attach additional sheets if necessary.

CURRENT OR MOST RECENT EXPERIENCE

From _____ To _____ Total Number Years /Months: Employer Name and Address: Supervisor Name & Title: Telephone: _____	Job Title: Duties: Reason for Leaving: Monthly Salary: Lowest: _____ Highest: _____ Hours/Week: _____
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I declare under penalty of perjury that all answers and statements in this application are true and complete to the best of my knowledge and belief. I understand that omissions, untruthfulness or misleading answers are cause for rejection of this application, removal from an eligible list or dismissal from City employment. I certify that I meet the specified job requirements for this position. I understand that I must pass a medical examination prior to employment and that an alcohol and drug screen, background investigation, and/or D.M.V. check may be required. I understand that the results of any of the foregoing may be grounds for disqualification. I understand that this application, and all documents submitted with it become the property of the City of Chula Vista and will not be returned. I further understand that laws related to this application may be subject to change.

SIGNATURE

DATE

VOLUNTARY STATISTICAL INFORMATION

To further its commitment to Equal Employment Opportunity, the City of Chula Vista requests that applicants **voluntarily** provide the following information. Your cooperation is essential to the success of this program. **All information is confidential, and this section will be detached prior to application review.**

Name _____
(Last) (First) (Middle)

Recruitment No. _____

SSN _____ AGE _____

Birth Date _____

Male ☐ Female ☐

Citizenship: Naturalized ☐ Alien ☐ Native ☐

Bilingual Ability: ☐ No ☐ Yes _____

Education _____

DISABLED STATUS - Any person who has, is regarded as having, or has a record of having a physical or mental impairment which substantially limits one or more major life activities, may be eligible for reasonable accommodation as defined by the American's with Disabilities Act. Please contact the Human Resources Department for further information.

ETHNIC AFFILIATION: (Check One Only)

☐ **White** - (not of Hispanic origin) All persons having origins in any of the original peoples of Europe, North Africa or the Middle East.

☐ **African Descent** - (not of Hispanic origin) All persons having origins in any of the racial groups of Africa.

☐ **Asian or Pacific Islander** - All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent or the Pacific Islands (includes Chinese, Japanese, Korean and Samoan).

☐ **Filipino** - All persons having origins in any of the Phillippine Islands.

☐ **Hispanic** - All persons of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin.

☐ **American Indian or Alaskan Native** - All persons having origins in any of the original peoples of North America and who maintain cultural identification through tribal affiliation or community recognition.

I FIRST LEARNED OF THIS JOB OPENING THROUGH (Check one only):

☐ A friend or relative

☐ The City's Human Resource Department:

☐ Job Line

☐ Visit to Human Resource Department

☐ Contact with a City Department/Employee. If Department, specify which

☐ An organization or group, specify which

☐ An advertisement (newspaper, publication, television or radio station), specify which

☐ Received notification in the mail (job flyer)

☐ City Web Site (www.ci.chula-vista.ca.us)

☐ Other, specify

PLEASE CHECK ONE BOX BELOW:

YES NO

☐ ☐ Did you receive all the information you needed concerning City employment?

☐ ☐ Were the application procedures and written instructions clear and easily understood?

If you answered no to any of the above, please do us the courtesy of specifying below in order that we may improve our service to you in the future.

Additional Comments and/or Suggestions: